

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing police records in a central records division of the police department, or other section, as assigned. Departmental Records Clerks receive, sort, code, prepare, organize, and distribute records, reports, correspondence, or other information for use by department personnel. Employees of this class input data which is electronically stored on computer storage media, or recording tape, for proper filing in accordance with established procedures. Departmental Records Clerks perform the duties of the positions under general supervision, having work assigned and reviewed by the Supervisor of Departmental Records, or as assigned under the supervision of a ranking police officer.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Processes or files records according to departmental procedures. Enters routine information in department records and fills out all forms or records required or assigned. Extracts information or summarizes contents of files for use by department personnel.

Processes incoming and outgoing mail for the department, and interdepartmental correspondence. Receives and reviews department records and reports, correspondence, drawings, and other materials; determines subject matter; and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt. Assigns cross-indexing numbers to files if subject matter is to be classified under more than one heading. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction.

Files correspondence, cards, forms, records, or reports in accordance with departmental procedures. Keeps records on the location of materials removed from files. Traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules, or legal requirements. Processes departmental records utilizing other office equipment including typewriter, copying machine, facsimile machine, calculator, or adding machine.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media or recording tape. Retrieves information or documents from the files and computer database.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute (net).

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing application.

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.